



# CITY OF HOUSTON

Administration and Regulatory Affairs Department  
Strategic Purchasing Division

**Annise D. Parker**

Mayor

Calvin D. Wells, Deputy Director  
City Purchasing Agent  
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Houston, Texas 77251-1562

F. 832.393.8755

<https://purchasing.houstontx.gov>

May 19, 2011

**SUBJECT:** Letter of Clarification No. 1  
Portable Fire Extinguisher and Fire Hose Inspection, Maintenance  
and Hydrostatic Testing Services for Various Departments

**REFERENCE:** Request for Proposal No. S37-L23967

**TO:** All Prospective Proposers

This Letter of Clarification is issued for the following reason:

- **The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Proposal:**

1. Are the wheel unit extinguishers the stored pressure type or are they Ansul wheel units with a nitrogen bottle? There is a price difference on the way the inspection is performed.

**Answer:** They are Ansul wheel units.

- **To revise the above referenced solicitation as follows:**

**Under EXHIBIT B, SCOPE OF WORK, page 11, should be revised to add the following sub-section:**

**13.0 SECURITY AND BADGES**

13.1 Contractor shall comply with all applicable Federal rules governing security at the Airport, as there maybe amendments from time to time.

13.2 On-site personnel of Contractor, including subcontractors who perform services under this Agreement are required to undergo a fingerprint-based criminal history records check. Fingerprints are collected at the Airport Badging Office and submitted electronically for investigation.

13.3 Contractor shall obtain HAS security badges for its personnel performing services on-site, including its subcontractors' personnel. On-site personnel shall wear identification badges at all times while on Airport property. The costs of badges are different at each airport and are subject to change. Costs for the fingerprint-based criminal history records check are reflected in the cost of the badges. Contractor is responsible for the cost of badges, including replacements thereof. Personnel losing badges will be charged for replacement badges at the then-current rate.

13.4 Contractor acknowledges that fines or penalties associated with non-compliance with security regulations must be reimbursed to HAS.

13.5 Airport Customs Security Area Bond:

If required, Contractor shall obtain an Airport Customs Security Area Bond in order to have access to the Federal Inspection Station (FIS) located at George Bush Intercontinental Airport (IAH). The bond amount is determined by calculating \$1,000.00 times the number of employees needed to provide the service.

*Partnering to better serve Houston*

Council Members: Brenda Stardig Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan Al Hoang Oliver Pennington  
Edward Gonzalez James G. Rodriguez Stephen C. Costello Sue Lovell Melissa Noriega C.O. "Brad" Bradford  
Jolanda "Jo" Jones **Controller: Ronald C. Green**

13.6 On-site personnel of Contractor, including subcontractors who perform services at any HPD facility under this Agreement are required to undergo a fingerprint-based criminal history records check. Fingerprints are collected at HPD headquarters located at 1200 Travis. Contractor is responsible for the cost of badges, including replacements thereof. Personnel losing badges will be charged for replacement badges at the then-current rate.

13.7 Contractor shall obtain City contractor badges for its personnel performing services on-site, including its subcontractors' personnel. On-site personnel shall wear identification badges at all times while on any GSD property. Badges can be obtained through GSD security located at the 611 Walker annex.

13.8 The COH/Public Utilities Division (PWE) Security Group will conduct a criminal background check (at no cost to the Contractor) on any contractor(s) and subcontractor(s) assigned to work a PWE site. The Contractor shall contact the PWE Security Section during normal business hours (8:00 am to 5:00 pm, M-F) to coordinate completion of criminal background checks.

13.9 All badge processing shall be scheduled ahead of time with Tammy Spriggs or Shandra Jones.

Name	Title	Phone	Email
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Tammy Spriggs	Administrative Assistant	713-837-7182	Tammy.spriggs@houston.tx.gov
Shandra Jones	Security Officer Leader	713-295-5604	Shandra.jones@houston.tx.gov
Jason Salas	Security Officer Leader	713-689-9029	Jason.salas@houston.tx.gov
Orlando Guajardo	Security Officer Leader	713-574-0875	Orlando.guajardo@houston.tx.gov
Derek Harrison	Security Officer Leader	713-416-0053	Derek.harrison@houston.tx.gov
Jimmie Johnson	Security Officer Leader	281-222-3672	Jimmie.johnson@houston.tx.gov

13.10 Security Requirements for Public Utility District Sites:

13.10.1 Permanent Contractors and Subcontractors:

13.10.1.1 Permanent contractors and their subs are defined as requiring access to PWE sites for more than 60 days.

13.10.2 All Permanent Contractors and Subcontractors shall adhere to the following:

13.10.2.1 Shall provide proof of U.S. Citizenship or work permit such as a Birth Certificate or Resident Alien Card upon request.

13.10.2.2 Show a valid unexpired U.S. State issued I.D. or driver's license.

13.10.2.3 Submit a "Consent to Release Information" form for their criminal background check.

13.10.2.4 Submit a "Badge Request Form" to receive their COH contractor badge.

13.10.2.5 Shall provide any other documentation necessary to complete criminal background checks if requested.

13.10.2.6 Shall display their COH contractor badge at the entrance gate or when asked by security and/or a COH employee.

13.10.2.7 Shall have their unexpired driver's license or state issued I.D. in their possession at all times.

13.10.2.8 Shall have their COH contractor badge displayed free of obstruction while on COH property.

13.10.2.9 The contractor company and the employee will be held responsible for returning all COH contractor badges upon completion of project or

termination of employment.

13.10.2.10 The COH may file criminal and/or civil charges for failure to return government property.

13.10.3 Non-Permanent Contractors and Subcontractors:

13.10.3.1 Non-Permanent contractors and subcontractors are defined as requiring access to PWE sites for less than 60 days.

13.10.4 All Non-Permanent contractor and subcontractor employees shall adhere to the following:

13.10.4.1 Shall provide proof of U.S. Citizenship or work permit such as a Birth Certificate or Resident Alien Card upon request.

13.10.4.2 Show a valid unexpired U.S. State issued I.D. or driver's license.

13.10.4.3 Submit a "Consent to Release Information" form for their criminal background check.

13.10.4.4 Shall provide any other documentation necessary to complete criminal background checks if requested.

13.10.4.5 Their company shall provide each Non-Permanent contractor or subcontractor employee with a company issued photo ID to include the company name, logo, individual name, occupation, and employee ID#.

13.10.4.6 Shall display their "COMPANY" issued photo ID along with their driver's license or state issued I.D. at the entrance gate or when asked by security and/or a COH employee.

13.10.4.7 Shall have their unexpired driver's license or state issued I.D. in their possession at all times.

13.10.4.8 Shall have their COMPANY issued photo ID displayed free of obstruction while on COH property.

13.10.5 Visitors and Vendors:

13.10.5.1 Visitors and vendors are defined as individuals meeting with a COH employee, contractor, and/or subcontractor to attend a meeting, sales call, to give a quote, etc.

13.10.6 All visitors and vendors shall adhere to the following:

13.10.6.1 Show a valid unexpired U.S. State issued I.D. or driver's license.

13.10.6.2 Submit a "Consent to Release Information" form for their criminal background check at least 48 hours in advance along with a copy of their driver's license or I.D.

13.10.6.3 Shall provide any other documentation necessary to complete criminal background checks if requested.

13.10.6.4 Shall have their unexpired driver's license or state issued I.D. on their possession at all times.

13.10.7 Deliveries:

13.10.7.1 All Contractor and Subcontractor deliveries are to be escorted to and from the gate.

13.10.7.2 Concrete deliveries will be issued a "Consent for Release of Information" form upon ingress and will be asked to submit the completed form upon egress. (This will not delay or prohibit the delivery of the concrete.)

13.10.7.3 U.S. Postal Service, FedEx, UPS, and DHL will show their unexpired driver's license.

13.10.8 General Conditions:

- 13.10.8.1 It is the responsibility of the Contractor and Subcontractor to immediately notify the PWE Security Section of any personnel changes.
- 13.11 The Contractor shall agree to completion of the City's Disclosure and Consent for Release of Information and any other documentation necessary to complete criminal background checks.
- 13.12 The COH photo identification office is located at 611 Walker Street in Houston, Texas on the 3<sup>rd</sup> floor of the annex (713-837-7593 phone 713-837-0735 fax). Identification cards / access badges will only be issued by the City once a background check has been completed for the Contractor or subcontractor employee, and clearance has been granted by the City.
- 13.13 PHOTO ID OFFICE HOURS:
- 13.13.1 Mon., Wed & Fri: Closed  
Tues. & Thurs: 8am to 3 pm
- 13.14 **Lost cards are disabled and replacement cards will be replaced at a cost of \$50.00.**
- 13.15 Construction and/or Contract Management are responsible for providing security a weekly updated list of all employees (contractors and subs).
- 13.16 All General Contractors/Sub Contractors and their employees will be held accountable for the return of ALL City issued badges of their employees and sub contractor employees. Criminal charges maybe filed in an effort to recover the outstanding badges.
- 13.17 Contractor and Subcontractor Vehicles:
- 13.17.1 All personal and company vehicles are required to have the Company's Logos at all times while on COH property.
- 13.17.2 The Company Logos shall not be smaller than 12" x 12" placed on the driver and passenger side doors.
- 13.17.3 All vehicles shall have the owner's/operator's name, phone number, and company name displayed on the dashboard for identification purposes during emergencies.
- 13.18 Enforcement:
- 13.18.1 No Contractor or Subcontractor employee will be allowed to enter the facility without having a COH contractor badge or company issued badge along with a valid state issued I.D. or driver's license.
- 13.18.2 Any Contractor or Subcontractor employee found on any COH PWE site without proper identification will be immediately escorted off the property.
- 13.18.3 In addition, construction management will issue a non-compliance letter to the contractor responsible.
- 13.18.4 Furthermore, the City will not allow contract employees conditional access pending the arrival of requested badges.
- 13.18.5 If an employee does not have proper identification, he/she will not be allowed to report to duty at any PWE site.

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By

submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.  
If you have any questions or if further clarification is needed regarding this Invitation for Bid, please contact me.

Sincerely,

*Joyce A. Hays*

Joyce Hays

Senior Procurement Specialist

[joyce.hays@houstontx.gov](mailto:joyce.hays@houstontx.gov)

832-393-8723

DM

Attachments: Revised ITB page 11, new page 12 of 52

## 10.0

**Site Visit:**

- 10.1 When deemed necessary an inspection may be made by the Public Works Engineering Department to determine whether a bidder actually has a facility at the location they have listed in the bid document.

## 11.0

**Contract Compliance:**

- 11.1 The City reserves the right to monitor this contract for compliance to ensure legal obligations are fulfilled and acceptable levels of service are provided. Monitoring may take the form of, but is not necessarily limited to:
- 11.1.1 Inspection, testing, and/or sampling of goods delivered or to be delivered;
  - 11.1.2 Review of deliveries received for accuracy and timeliness;
  - 11.1.3 Review of Supplier's invoices for accuracy;
  - 11.1.4 Review of certifications and/or licenses;
  - 11.1.5 Site visits
- 11.2 The primary responsibility for monitoring compliance rests with the Contract Compliance Section, Management Support Branch, of the Office of the Director, Department of Public Works Engineering.

## 12.0

**Post Award Meeting:**

- 12.1 Once the contract has been approved by City Council, PW&E reserves the right to schedule a Post-Award meeting with the successful vendor and PW&E End-Users. This meeting will include Procurement, PW&E Contract Management Branch, Accounts Payable and all other matters related to contract administration.

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